Please return your completed Application Form to: [Careers@Newsome.ltd.uk](mailto:Careers@Newsome.ltd.uk)

Post applied for:

*If you are disabled and your disability makes it difficult for you to apply by completing this form, an alternative method such as submitting your CV or making an audio format application, may be possible. Should you wish to explore an alternative due to your disability, please contact* [*Careers@newsome.ltd.uk*](mailto:Careers@newsome.ltd.uk)

**CONFIDENTIAL**

**Personal Information:** (BLOCK CAPITALS PLEASE)

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Initials |  |
| Former surnames if different: |  | Preferred name |  |
| Address:  Email Address: | | Telephone No  Mobile Telephone No |  |
| Nationality: | *(Enter nationality here)* | National Insurance Number: |  |
| Do you need a work permit to be employed in the UK? | YES  or  NO | *If you are not a British passport holder or a European citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.* | |
| If you already have a work permit, when does it expire?  ……………………………………………… | | *Please note that your current work permit may not be valid for this role.* | |
| Where did you learn of this role? |  | | |

**Education and Professional Qualifications: (*original documents as proof of qualification may be required at the interview)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary School / College / University | Date From | Date To | Examinations Taken / Qualifications Gained | Result |
|  |  |  |  |  |
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**Current Role:**

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: |  | Current Salary / Grade: |  |
| Name of Employer: |  | Business of Employer:: |  |
| Address:  Postcode: | | Date Commenced: |  |
| Date Ended (If applicable): |  |
| Notice Period (if applicable): |  |
| Please outline description of job role and responsibilities, to whom you are responsible and staff that are responsible to you (if applicable): | | | |
| Reason for leaving or wishing to leave: | |  | |
| Please notify us of any dates you are NOT available for interview: | |  | |

**Previous Employment: *(use continuation sheet if necessary)***

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer: | Position(s) Held and Dates: | Reason for leaving | Final grade / salary |
| Name:  Address: |  |  |  |
| Description of duties: | | | |
| Name:  Address: |  |  |  |
| Description of duties: | | | |
| Name:  Address: |  |  |  |
| Description of duties: | | | |

**Further Information:**

|  |  |  |
| --- | --- | --- |
| Please give the details of, and provide an explanation for any time when you were either not working or in full time education: | | |
| Have you made a previous application to Newsome Ltd? If so, when, for what role and what was the outcome? | | |
| Please explain why you are interested in the role, why you believe that you are the best person for it and provide any information that you feel is relevant to the position including skills, knowledge or experience: | | |
| Do you hold a full driving licence? (including details of any endorsements and what they are for?) | YES  Or  NO | Details of endorsements: |
| Do you know, or are you related to, any other employee(s) of Newsome Ltd? | YES  Or  NO |  |
| If YES, please provide names and how you know them, or your relationship with them? |  | |
| If selected for interview, do you required any special arrangements to be made on account of disability? | | YES  Or  NO |
| *If YES, please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010.* | | |
| Please share full details of your current remuneration package including the associated benefits *(annual leave, bonus, pension etc*): | | |

**Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**:

|  |  |
| --- | --- |
| Have you any convictions that are not spent under the Rehabilitation of Offenders Act 1974? | YES  Or  NO |
| If YES, please provide further details (Spent convictions do not have to be declared) |  |

|  |  |
| --- | --- |
| **Referees:**  **Please five the details of two professional referees, one of whom should be your current or most recent employer, or if this is your first job, your teacher / higher education lecturer. Referees should not be a relative or contemporary.**  **Referees will only be contacted if an offer of employment is made and accepted.** | |
| First Referee:  Name  Position  Title  Address:  Telephone No:  Email Address: | Second Referee:  Name  Position  Title  Address:  Telephone No:  Email Address: |

**DECLARATION:**

**I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form, or made any omissions, this will be sufficient grounds for terminating my employment.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| FULL NAME: |  | | |
| The information provided by you on this form maybe processed for purposes permitted by the General Data Protection Regulations. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy. | | | |